



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
MUSEUM EXHIBIT COORDINATOR
(HISTORICAL SERVICES)
PARKS, RECREATION, AND TOURISM

Human Resources Department
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Newport News, VA 23606
Phone: (757) 926-1800
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GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for designing artwork, graphics, displays and exhibits for various museums and historic sites. Reports to Administrator of Historical Services.

ESSENTIAL JOB FUNCTIONS

Acts a site coordinator for the Lee Hall Depot includes serving as a City liaison to the non-profit friends of the Lee Hall Depot Foundation; maintaining the Depot's artifact collection; planning special events and fundraising activities; maintaining the web-site; answering queries from the public; prepares applications for the national register; writing historical articles for publication; acting as a spokesperson for the Depot by media appearances and the presentation of talks to organizations, etc.

Designs and coordinates the creation and printing of art work, graphics, displays and exhibits for various museums and historic sites; assists with the coordination of opening new historic sites; works with division staff to promote sites by designing a variety of graphic pieces and logos to include brochures, newsletters, business cards, posters, flyers stationary, reports, and signage. Designs and coordinates exhibit fabrication and installation for museums and historic sites to include creating plans, pricing construction details, and monitoring and performing required work.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances; performs historical research to document and authenticate artifacts in the historic site collection; processes collection and loans; catalogs incoming artifacts and stores them according to the American Association of Museums procedures.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Historic Services - Knowledge of the principles and practices of exhibit planning. General knowledge of practices of the proper preservation techniques of historical artifact.
- Graphic Design - Knowledge of the methods, concepts, practices, and principles related to graphic design, commercial art, and layout for publication. Knowledge of Photoshop, Adobe, Illustrator,

Microsoft Office Suite, PageMaker or related software programs for developing a variety of materials for visual display or reproduction.

- Customer Service – Considerable knowledge of principles and processes for providing customer service.

REQUIRED SKILLS

- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.
- Computer Skills – Utilizes a personal computer with word processing, design programs, spreadsheet and related software with reasonable speed and accuracy.
- Time Management – Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

REQUIRED ABILITIES

- Communication – Ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Ability to listen and understand information and ideas presented verbally and in writing.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Museum Studies, Graphics, Art or related field and 3-5 years of experience in graphics, art, museum studies or closely related field, or an equivalent combination of education and experience. A Master's degree and experience in publication software such as PageMaker preferred.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history, sex offender registry check, and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, textures, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.